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## Appendix



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## Practical Exercise Answers

-  Extract Upload Practical Exercises
-  District Practical Exercises
-  School Practical Exercises
-  Staff & Licensure Practical Exercises
-  Student Practical Exercises
-  Class Practical Exercises
-  Course Practical Exercises
-  Help Practical Exercises



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## Extract Upload Practical Exercises

### Exercise 1 Results:

#### Upload District Calendar Data (Penalty Deadline – July 15<sup>th</sup>)

- 1) Upload the sample zip file in the SDEUPL folder on the Desktop, **00210620R11.zip**, to SDE.
- 2) Print the **Extract Upload Results**.

The screenshot displays the Education Information System (EIS) interface. At the top, there is a header with the 'Education Information System' logo on the left and a navigation bar with buttons for 'District', 'School', 'Staff', 'Student', 'Class', and 'Course'. A 'Logoff' link is also present. The main content area is titled 'Extract Upload Results'. It shows the following information:

- District: 2, Big County
- The file: 00210620R11.zip has been received
- The file size received is: 356 bytes
- A warning message: 'The extract file should be processed within the next 30 minutes.'
- A link to 'Transmission Report'.


On the left side of the interface, there is a sidebar with various links: 'District Search', 'Upload Extract File', 'District EIS Contacts', 'Error Reports', 'Block Approval Errors', 'Standard Reports', and 'Report Period Approval'. Below these links is a section titled 'Extract Upload Results'.

3) Verify **Transmission Report** to make sure it balances.

- a) Record 010 – 1 record
- b) Record 011 – 38 records

Upload File Name	00210620R11.zip	District	2
Transmission Date	6/25/02	District Name	Big County
Record ID	District Count	SDE Count	SDE Difference
10	1	1	0
11	38	38	0
20	0	0	0
21	0	0	0
22	0	0	0
30	0	0	0
31	0	0	0
40	0	0	0
41	0	0	0
42	0	0	0
43	0	0	0
44	0	0	0
45	0	0	0
46	0	0	0
47	0	0	0
48	0	0	0
49	0	0	0
50	0	0	0
51	0	0	0
60	0	0	0
61	0	0	0
62	0	0	0
63	0	0	0
90	0	0	0
91	0	0	0
92	0	0	0
<b>Total Count All Records</b>	<b>39</b>	<b>39</b>	<b>0</b>

#### 4) View Error Reports.



[District](#) [School](#) [Staff](#) [Student](#) [Class](#) [Course](#)

[Logoff](#)

[District Search](#)  
[Upload Extract File](#)  
[District SIS Contacts](#)  
**Error Reports**  
[Block Approval Errors](#)  
[Standard Reports](#)  
[Report Period Approval](#)  
**Most Current**  
[Previous Date](#)  
[General Errors](#)  
**Calendar Errors**

**200 Day Calendar Error Report**  
District: 2, Big County  
Transmission Date: 6/25/02

Calendar No	
01	
Error#	Severity
1027	92 - Approval Blocked - Errors stored that block report approval
1055	92 - Approval Blocked - Errors stored that block report approval
1063	92 - Approval Blocked - Errors stored that block report approval

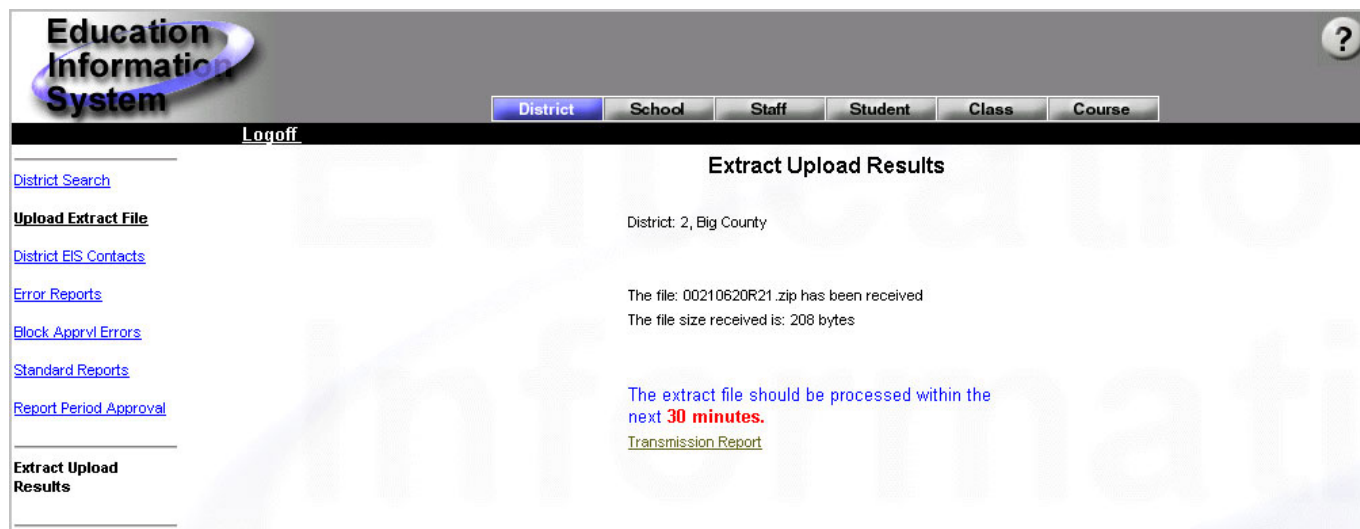
[Download District Calendar Errors](#)

Error Message	Detail Information	Error Date Filename
TOTAL IN SERVICE DAYS DO NOT MEET MINIMUM. TOTAL: 3	n/a	6/25/02 1:54:05 PM
DISTRICT CALENDAR PARENT/TEACHER CONFERENCE DAYS DOES NOT EQUAL MIN NUMBER OF DAYS. TOTAL: 0	n/a	6/25/02 1:54:05 PM
IN-SERVICE DAYS FROM REC 010 DO NOT MATCH ACCUMULATED IN-SERVICE DAYS FROM REC 011.	n/a	6/25/02 1:54:05 PM

- 5) (A new extract file has been created containing the necessary error corrections. This step would have to be performed using the District's SIS package.)

## Upload Corrected District Calendar Data

- 1) Upload the sample zip file in the SDEUPL folder on the Desktop, **00210620R21.zip**, to SDE.
- 2) Print the **Extract Upload Results**.



**Education Information System**

[District](#) [School](#) [Staff](#) [Student](#) [Class](#) [Course](#)

[Logoff](#)

**Extract Upload Results**

District: 2, Big County

The file: 00210620R21.zip has been received  
The file size received is: 208 bytes

The extract file should be processed within the next **30 minutes**.

[Transmission Report](#)

**Extract Upload Results**

- 3) Verify **Transmission Report** to make sure it balances.
  - a) Record 011 – 3 records

Upload File Name	00210620R21.zip	District	2
Transmission Date	6/25/02	District Name	Big County
Record ID	District Count	SDE Count	SDE Difference
10	0	0	0
11	3	3	0
20	0	0	0
21	0	0	0
22	0	0	0
30	0	0	0
31	0	0	0
40	0	0	0
41	0	0	0
42	0	0	0
43	0	0	0
44	0	0	0
45	0	0	0
46	0	0	0
47	0	0	0
48	0	0	0
49	0	0	0
50	0	0	0
51	0	0	0
60	0	0	0
61	0	0	0
62	0	0	0
63	0	0	0
90	0	0	0
91	0	0	0
92	0	0	0
<b>Total Count All Records</b>	<b>3</b>	<b>3</b>	<b>0</b>



#### 4) View Error Reports.

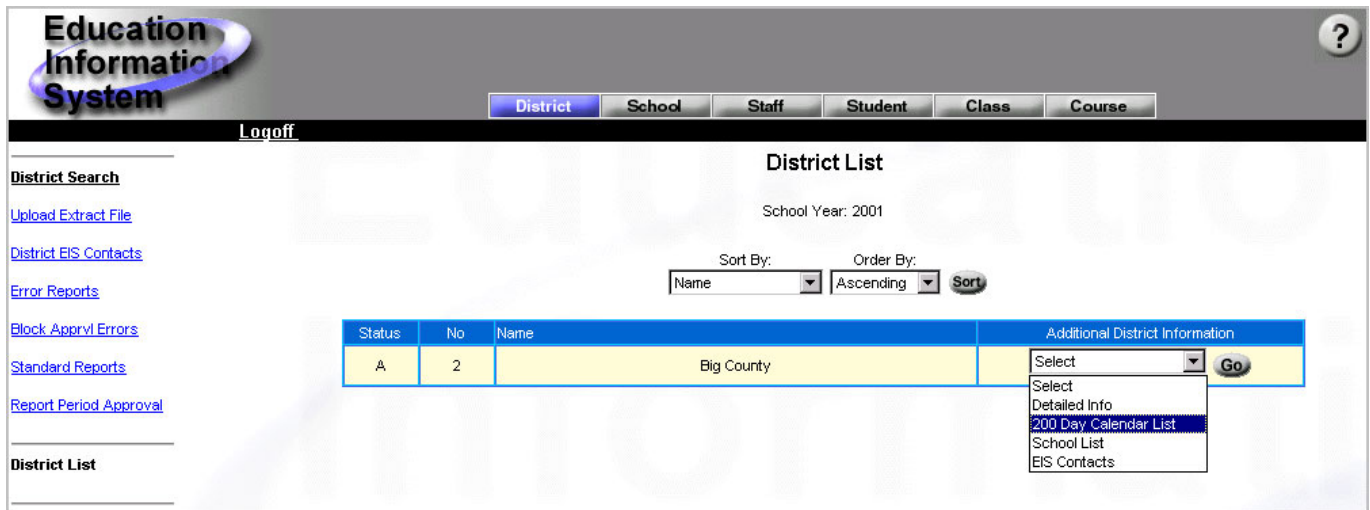
The screenshot shows the 'Education Information System' interface. At the top, there is a navigation bar with tabs for 'District', 'School', 'Staff', 'Student', 'Class', and 'Course'. A 'Logoff' link is visible. The main heading is '200 Day Calendar Error Report'. Below this, it specifies 'District: 2, Big County' and 'Transmission Date: 6/25/02'. A message states 'Sorry your search returned no results'. On the left side, there is a sidebar with links: 'District Search', 'Upload Extract File', 'District EIS Contacts', 'Error Reports', 'Block Approval Errors', 'Standard Reports', 'Report Period Approval', 'Most Current', 'Previous Date', 'General Errors', and 'Calendar Errors'.

#### View District Calendar Data for Accuracy

##### 1) Perform a District Search.

The screenshot shows the 'Education Information System' interface with the 'District Search' tab selected. The main heading is 'District Search'. Below this, there are input fields for 'School Year\*' (set to '2001'), 'District No.' (set to '2'), and 'District Name'. There are also dropdown menus for 'Operational Status' (set to 'Active') and 'Sort By' (set to 'Name'). A 'Go' button is at the bottom of the search fields. The left sidebar contains links: 'District Search', 'Upload Extract File', 'District EIS Contacts', 'Error Reports', 'Block Approval Errors', 'Standard Reports', and 'Report Period Approval'.

- 2) Select **200 Day Calendar List** from **Additional District Information** drop down.



**Education Information System**

[Logoff](#)

**District List**

School Year: 2001

Sort By:  Order By:  [Sort](#)

Status	No	Name	Additional District Information
A	2	Big County	<div><input type="text" value="Select"/> Select Detailed Info <b>200 Day Calendar List</b> School List EIS Contacts</div> <a href="#">Go</a>

**District Search**

[Upload Extract File](#)

[District EIS Contacts](#)

[Error Reports](#)

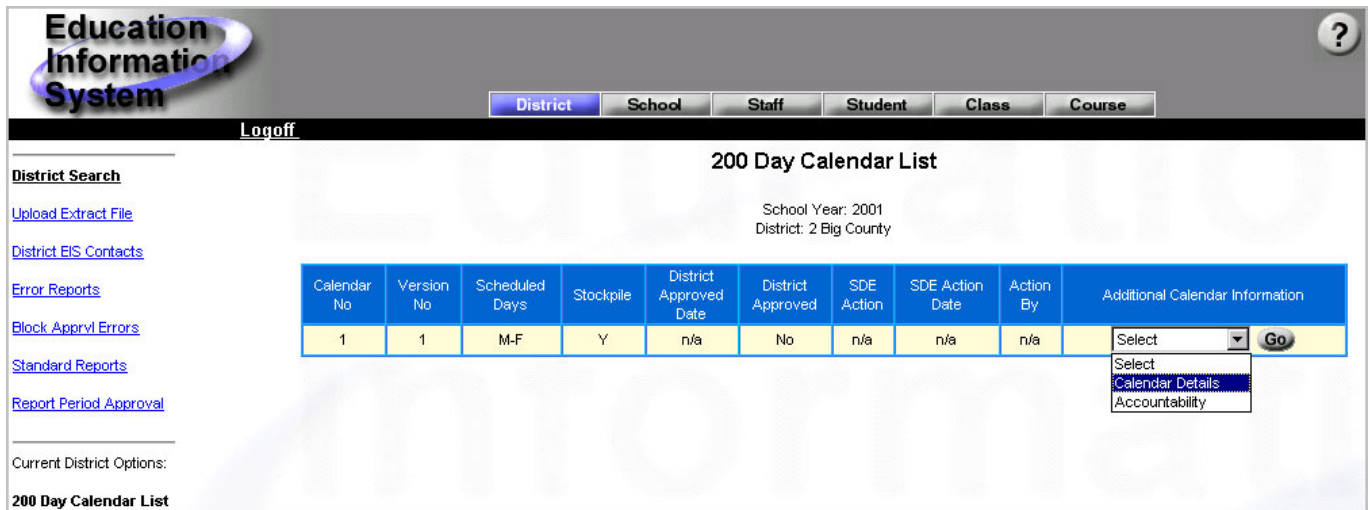
[Block Apprvl Errors](#)

[Standard Reports](#)

[Report Period Approval](#)

**District List**

- 3) Select **Calendar Details** from **Additional Calendar Information** drop down.



**Education Information System**

[Logoff](#)

**200 Day Calendar List**

School Year: 2001  
District: 2 Big County

Calendar No	Version No	Scheduled Days	Stockpile	District Approved Date	District Approved	SDE Action	SDE Action Date	Action By	Additional Calendar Information
1	1	M-F	Y	n/a	No	n/a	n/a	n/a	<div><input type="text" value="Select"/> Select <b>Calendar Details</b> Accountability</div> <a href="#">Go</a>

**District Search**

[Upload Extract File](#)

[District EIS Contacts](#)

[Error Reports](#)

[Block Apprvl Errors](#)

[Standard Reports](#)

[Report Period Approval](#)

Current District Options:

**200 Day Calendar List**

**200 Day Calendar Details**

School Year: 2001  
District: 2 Big County

**District Search**

[Upload Extract File](#)

[District EIS Contacts](#)

[Error Reports](#)

[Block Approval Errors](#)

[Standard Reports](#)

[Report Period Approval](#)

Current District Options:

**200 Day Calendar List**

[School List](#)

**200 Day Calendar  
Details**

[Accountability Report](#)


Calendar No	Version No	Scheduled Days	Stockpile	Submit Date	District Approved	SDE Action	SDE Action Date	Action By
1	1	M-F	Y	n/a	No	n/a	n/a	n/a

Designated Days	
Event Type	Days Allocated
AD - Abbreviated Day	2
ID - Instructional Days	184
IO - In-Service Optional	0
IS - In-Service Day	5
MD - Make-up Extend School Day	0
OA - Discretionary Administrative	4
OI - Discretionary Instructional	0
OO - Discretionary Other	0
OS - Discretionary In-Service	0
OV - Discretionary Teacher Vacation	0
PT - Parent-Teacher Conference	1
SI - Stockpile Inclement Weather	0
SP - Stockpile Professional Development	13
TV - Teacher Vacation	10

Calendar Days			
Event Type	Event Date	Duration	School Day Type
CS - Calendar Start Date	8/8/01	1	N
IS - In-Service Day	8/8/01	1	N
IS - In-Service Day	8/9/01	1	N
IS - In-Service Day	8/10/01	1	N
OA - Discretionary Administrative	8/13/01	1	N
OA - Discretionary Administrative	8/14/01	1	N
IS - In-Service Day	8/15/01	1	N
IS - In-Service Day	8/16/01	1	N
OA - Discretionary Administrative	8/17/01	1	N
AS - Attendance Start Date	8/20/01	1	I
OH - Other Holiday	9/3/01	1	N
PT - Parent-Teacher Conference	10/4/01	1	N
OH - Other Holiday	10/5/01	1	N
OH - Other Holiday	10/8/01	1	N
OH - Other Holiday	11/22/01	1	N
AD - Abbreviated Day	12/20/01	1	I
CH - Christmas Holiday	12/21/01	1	N
CH - Christmas Holiday	12/24/01	1	N
CH - Christmas Holiday	12/25/01	1	N
OH - Other Holiday	12/25/01	1	N
CH - Christmas Holiday	12/26/01	1	N
CH - Christmas Holiday	12/27/01	1	N
CH - Christmas Holiday	12/28/01	1	N
CH - Christmas Holiday	12/31/01	1	N
OH - Other Holiday	1/1/02	1	N
OH - Other Holiday	1/21/02	1	N
OH - Other Holiday	2/18/02	1	N
SH - Spring Break Holiday	3/25/02	1	N
OH - Other Holiday	3/25/02	1	N
SH - Spring Break Holiday	3/26/02	1	N
OH - Other Holiday	3/26/02	1	N
SH - Spring Break Holiday	3/27/02	1	N
OH - Other Holiday	3/27/02	1	N
SH - Spring Break Holiday	3/28/02	1	N
OH - Other Holiday	3/28/02	1	N
OH - Other Holiday	3/29/02	1	N
OH - Other Holiday	5/27/02	1	N
AE - Attendance End Date	5/31/02	1	I
AD - Abbreviated Day	5/31/02	1	I
CE - Calendar End Date	6/3/02	1	N
OA - Discretionary Administrative	6/3/02	1	N

## Approve District Calendar

To approve the District Calendar, the user must have the proper security access. For the training site, logoff and then log back on. From the **Available Applications** screen, click **DST\_AA** to Login.




[District Search](#)  
[Upload Extract File](#)  
[District EIS Contacts](#)  
[Error Reports](#)  
[Block Approval Errors](#)  
[Standard Reports](#)

**Report Period Approval**  
District: 1 Small County  
School Year: 2001 [Requery](#)

Report Period	Report Group	Cal # : Version	Version Date	Approved By	District Approved Date	Status
1	200 Day Acct	1 : 1	6/18/02 10:20:50 AM	n/a	n/a	<input type="checkbox"/> Check Box to Approve

Type your User ID for ID Validation  
UserID:




[District Search](#)  
[Upload Extract File](#)  
[District EIS Contacts](#)  
[Error Reports](#)  
[Block Approval Errors](#)  
[Standard Reports](#)

**Report Period Approval**  
District: 1 Small County  
School Year: 2001 [Requery](#)

Report Period	Report Group	Cal # : Version	Version Date	Approved By	District Approved Date	Status
1	200 Day Acct	1 : 1	6/18/02 10:20:50 AM	n/a	n/a	<input checked="" type="checkbox"/> Check Box to Approve

Type your User ID for ID Validation  
UserID: dst1



[District Search](#)  
[Upload Extract File](#)  
[District EIS Contacts](#)  
[Error Reports](#)  
[Block Approval Errors](#)  
[Standard Reports](#)

**Report Period Approval**  
District: 1 Small County  
School Year: 2001 [Requery](#)

Report Period	Report Group	Cal # : Version	Version Date	Approved By	District Approved Date	Status
1	200 Day Acct	1 : 1	6/18/02 10:20:50 AM	dst1	6/18/02 11:10:37 AM	

Type your User ID for ID Validation  
UserID:

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## **Exercise 2 Results:**

### **Upload School Calendar Data (Penalty Deadline – August 15<sup>th</sup>)**

- 1) Upload the sample zip file in the SDEUPL folder on the Desktop, **00210620R12.zip**, to SDE.
- 2) Print the **Extract Upload Results**.

The screenshot displays the Education Information System (EIS) web interface. At the top left is the EIS logo. To its right is a navigation bar with buttons for 'District', 'School', 'Staff', 'Student', 'Class', and 'Course'. A 'Logoff' link is positioned below the navigation bar. On the left side of the main content area, there is a vertical menu with links: 'District Search', 'Upload Extract File', 'District EIS Contacts', 'Error Reports', 'Block Approval Errors', 'Standard Reports', and 'Report Period Approval'. The main content area is titled 'Extract Upload Results' and contains the following information: 'District: 2, Big County', 'The file: 00210620R12.zip has been received', 'The file size received is: 1364 bytes', and a blue message stating 'The extract file should be processed within the next 30 minutes.' Below this message is a link for 'Transmission Report'. The 'Extract Upload Results' link from the left menu is highlighted.


3) Verify **Transmission Report** to make sure it balances.

- a) Record 020 – 10 record
- b) Record 021 – 87 records
- c) Record 022 – 219 records

Upload File Name	00210620R12.zip	District	2
Transmission Date	6/25/02	District Name	Big County
Record ID	District Count	SDE Count	SDE Difference
10	0	0	0
11	0	0	0
20	10	10	0
21	87	87	0
22	219	219	0
30	0	0	0
31	0	0	0
40	0	0	0
41	0	0	0
42	0	0	0
43	0	0	0
44	0	0	0
45	0	0	0
46	0	0	0
47	0	0	0
48	0	0	0
49	0	0	0
50	0	0	0
51	0	0	0
60	0	0	0
61	0	0	0
62	0	0	0
63	0	0	0
90	0	0	0
91	0	0	0
92	0	0	0
<b>Total Count All Records</b>	<b>316</b>	<b>316</b>	<b>0</b>



#### 4) View Error Reports



**Education Information System**

Logoff

[District Search](#)  
[Upload Extract File](#)  
[District EIS Contacts](#)

**Error Reports**  
[Block Apprvl Errors](#)  
[Standard Reports](#)  
[Report Period Approval](#)

**Most Current**  
[Previous Date](#)


**General Errors**  
[Calendar Errors](#)

**School Errors**  
[Transmission Report](#)  
[Download All Errors](#)

**School Error Report List**  
 District: 2, Big County  
 Transmission Date: 6/25/02

School No	Name of School	Report Type
5	Athens Junior High School	Select Select <b>School Calendar Errors</b> School Class Errors School Staff Errors School Student Errors Download All School Errors

Go



**Education Information System**

Logoff

[District Search](#)  
[Upload Extract File](#)  
[District EIS Contacts](#)

**Error Reports**  
[Block Apprvl Errors](#)  
[Standard Reports](#)  
[Report Period Approval](#)

**Most Current**  
[Previous Date](#)

**General Errors**  
[Calendar Errors](#)

**School Errors**  
[Transmission Report](#)  
[Download All Errors](#)

**School Calendar Error Report**  
 District: 2, Big County  
 School: 5, Athens Junior High School  
 Transmission Date: 6/25/02 3:52:49 PM

[Download School Calendar Errors](#)

School Calendar No				
01				
Error#	Severity	Error Message	Detail Information	Error Date Filename
2029	10 - Warning - Message displayed; may or may not be an error	CHRISTMAS BREAK EVENT NOT SCHEDULED.	n/a	6/25/02 3:52:49 PM
2084	92 - Approval Blocked - Errors stored that block report approval	NO SCHOOL CALENDAR START DATE	n/a	6/25/02 3:52:49 PM
2085	92 - Approval Blocked - Errors stored that block report approval	NO SCHOOL CALENDAR END DATE	n/a	6/25/02 3:52:49 PM
2026	92 - Approval Blocked - Errors stored that block report approval	REPORT PERIODS 1-8 MUST INCLUDE 20 INSTRUCTIONAL DAYS. 29	Report Period No 5, Report Period Begin Date 19-DEC-01, Report Period End Date 29-JAN-02	6/25/02 3:52:50 PM

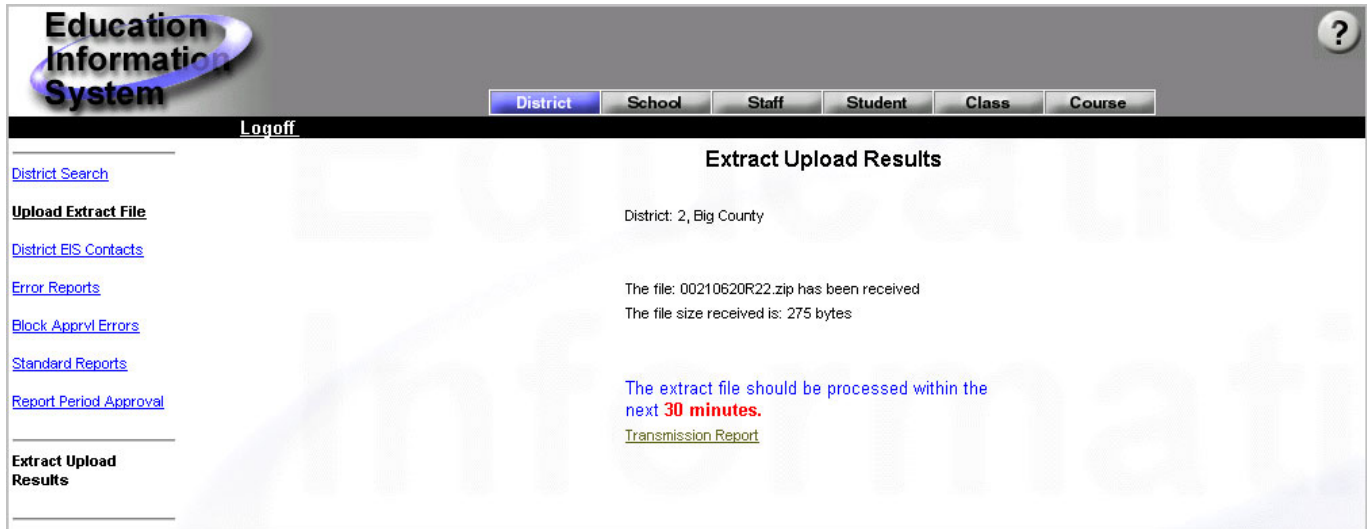
**School Calendar Errors**

- 5) (A new extract file has been created containing the necessary error corrections. This step would have to be performed using the District's SIS package.)

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## Upload Corrected School Calendar Data

- 1) Upload the sample zip file in the SDEUPL folder on the Desktop, **00210620R22.zip**, to SDE.
- 2) Print the **Extract Upload Results**.



The screenshot displays the Education Information System (EIS) interface. At the top left is the 'Education Information System' logo. To its right is a navigation bar with buttons for 'District', 'School', 'Staff', 'Student', 'Class', and 'Course'. A 'Logoff' link is located below the navigation bar. On the far right of the header is a help icon (a circle with a question mark). The main content area is titled 'Extract Upload Results'. On the left side of this area is a sidebar with several links: 'District Search', 'Upload Extract File', 'District EIS Contacts', 'Error Reports', 'Block Approval Errors', 'Standard Reports', and 'Report Period Approval'. The main content area contains the following information: 'District: 2, Big County', 'The file: 00210620R22.zip has been received', 'The file size received is: 275 bytes', and a message stating 'The extract file should be processed within the next 30 minutes.' Below this message is a link for 'Transmission Report'. At the bottom left of the main content area, there is a section titled 'Extract Upload Results'.



3) Verify **Transmission Report** to make sure it balances.

- a) Record 021 – 3 records
- b) Record 022 – 11 records

Upload File Name	00210620R22.zip	District	2
Transmission Date	6/25/02	District Name	Big County
Record ID	District Count	SDE Count	SDE Difference
10	0	0	0
11	0	0	0
20	0	0	0
21	3	3	0
22	11	11	0
30	0	0	0
31	0	0	0
40	0	0	0
41	0	0	0
42	0	0	0
43	0	0	0
44	0	0	0
45	0	0	0
46	0	0	0
47	0	0	0
48	0	0	0
49	0	0	0
50	0	0	0
51	0	0	0
60	0	0	0
61	0	0	0
62	0	0	0
63	0	0	0
90	0	0	0
91	0	0	0
92	0	0	0
<b>Total Count All Records</b>	<b>14</b>	<b>14</b>	<b>0</b>

#### 4) View Error Reports

The screenshot shows the 'Education Information System' interface. At the top, there is a navigation bar with tabs for District, School, Staff, Student, Class, and Course. Below this is a 'Logoff' link. The main content area is titled 'School Calendar Error Report' and displays the following information: District: 2, Big County; School: 5, Athens Junior High School; and Transmission Date: 6/25/02 3:52:49 PM. On the left side, there is a sidebar with links for District Search, Upload Extract File, District EIS Contacts, Error Reports, Block Approval Errors, Standard Reports, Report Period Approval, Most Current, Previous Date, General Errors, Calendar Errors, School Errors, Transmission Report, and Download All Errors. The 'School Calendar Errors' section is currently selected.

#### View District School Data for Accuracy

##### 1) Perform a School Search.

The screenshot shows the 'Education Information System' interface. At the top, there is a navigation bar with tabs for District, School, Staff, Student, Class, and Course. Below this is a 'Logoff' link. The main content area is titled 'School Search' and contains the following search criteria: School Year\* (2001), District No. (2), District Name (empty), School No. (5), School Name (empty), and Sort By: (District No, School No). The 'Go' button is located at the bottom right of the search criteria.

- 2) Select **Calendars** from **Additional School Information** drop down.

**Education Information System** ?

**Logoff**

**School Search**

**School List**

District: 2, Big County

Page: 1 of 1

Sort By: Order By:

District No, School No Ascending **Sort**

Status	District No School No	Name	Additional School Information
A	2 5	Athens Junior High School	<div><div>Select</div><div><div>Select</div><div>School Details</div><div><b>Calendars</b></div><div>Staff List</div><div>Classes</div><div>Student List</div></div></div> <div>Go</div>

- 3) Select **Details**.

**Education Information System** ?

**Logoff**

**School Search**

**School Calendar List**

**School Calendar (Instructional Program) List**

School Year: 2001  
District: 2 Big County  
School: 5 Athens Junior High School

District Calendar No	District Stockpile			School Inst Program No	Inst Calendar	School Stockpile		Student Day (Min)	Teacher Day (Min)	
	Y/N	Inclement Weather	Prof Dev			Y/N	Prof Dev			
1	Y	0	13	1	T	N	0	420	450	<a href="#">Details</a>

School Search

School Calendar List

School Calendar  
Detail

**School Calendar (Instructional Program) Details**

School Year: 2001

District: 2, Big County

School: 5, Athens Junior High School

District Calendar No	District Stockpile			School Inst Program No	Inst Calendar	School Stockpile		Student Day (Min)	Teacher Day (Min)
	Y/N	Inclement Weather	Prof Dev			Y/N	Prof Dev		
1	Y	0	13	1	T	N	0	420	450

Report Periods

Period No	Begin Date	End Date	No. Days
1	8/20/01	9/17/01	20
2	9/18/01	10/18/01	20
3	10/19/01	11/15/01	20
4	11/16/01	12/18/01	20
5	12/19/01	1/29/02	20
6	1/30/02	2/28/02	20
7	3/1/02	4/4/02	20
8	4/5/02	5/2/02	20
9	5/3/02	5/31/02	20
Total Days - 180			

Calendar Days

Event Type	Event Date	Duration	School Day Type
CS - Calendar Start Date	8/8/01	1	N
IS - In-Service Day	8/8/01	1	N
IS - In-Service Day	8/9/01	1	N
IS - In-Service Day	8/10/01	1	N
OA - Discretionary Administrative	8/13/01	1	N
OA - Discretionary Administrative	8/14/01	1	N
IS - In-Service Day	8/15/01	1	N
IS - In-Service Day	8/16/01	1	N
OA - Discretionary Administrative	8/17/01	1	N
AS - Attendance Start Date	8/20/01	1	I
OH - Other Holiday	9/3/01	1	N
SP - Stockpile Professional Development	9/19/01	0.5	I
PT - Parent-Teacher Conference	10/4/01	1	N
OH - Other Holiday	10/5/01	1	N
OH - Other Holiday	10/8/01	1	N
SP - Stockpile Professional Development	10/31/01	0.5	I
OH - Other Holiday	11/21/01	1	N
OH - Other Holiday	11/22/01	1	N
OH - Other Holiday	11/23/01	1	N
AD - Abbreviated Day	12/20/01	1	I
CH - Christmas Holiday	12/21/01	1	N
CH - Christmas Holiday	12/24/01	1	N
CH - Christmas Holiday	12/25/01	1	N
CH - Christmas Holiday	12/26/01	1	N
CH - Christmas Holiday	12/27/01	1	N
CH - Christmas Holiday	12/28/01	1	N
CH - Christmas Holiday	12/31/01	1	N
CH - Christmas Holiday	1/1/02	1	N
CH - Christmas Holiday	1/2/02	1	N
OH - Other Holiday	1/21/02	1	N
SP - Stockpile Professional Development	1/30/02	0.5	I
OH - Other Holiday	2/15/02	1	N
OH - Other Holiday	2/18/02	1	N
SP - Stockpile Professional Development	3/6/02	0.5	I
SH - Spring Break Holiday	3/25/02	1	N
SH - Spring Break Holiday	3/26/02	1	N
SH - Spring Break Holiday	3/27/02	1	N
SH - Spring Break Holiday	3/28/02	1	N
SH - Spring Break Holiday	3/29/02	1	N
SP - Stockpile Professional Development	4/24/02	0.5	I
SP - Stockpile Professional Development	5/15/02	0.5	I
OH - Other Holiday	5/27/02	1	N
AD - Abbreviated Day	5/31/02	1	I
AE - Attendance End Date	5/31/02	1	I
CE - Calendar End Date	6/3/02	1	N
OA - Discretionary Administrative	6/3/02	1	N

---

### **Exercise 3 Results:**

#### **Upload Student, Staff and Class Basic Records (Penalty Deadline – November 1<sup>st</sup>)**

- 1) Upload the sample zip file in the SDEUPL folder on the Desktop, **00210620R03.zip**, to SDE.
- 2) Print the **Extract Upload Results**.

The screenshot displays the Education Information System (EIS) web interface. At the top left is the EIS logo. To its right is a navigation bar with buttons for 'District', 'School', 'Staff', 'Student', 'Class', and 'Course'. A 'Logoff' link is located below the navigation bar. The main content area is titled 'Extract Upload Results'. On the left side of this area is a sidebar with links: 'District Search', 'Upload Extract File', 'District EIS Contacts', 'Error Reports', 'Block Approval Errors', 'Standard Reports', and 'Report Period Approval'. The main content area displays the following information: 'District: 2, Big County', 'The file: 00210620R03.zip has been received', 'The file size received is: 65062 bytes', and a blue message stating 'The extract file should be processed within the next 30 minutes.' Below this message is a link for 'Transmission Report'.


3) Verify **Transmission Report** to make sure it balances.

- a) Record 030 – 919 records
- b) Record 040 – 2176 records
- c) Record 060 – 125 records
- d) Record 062 – 190 records

Upload File Name	00210620R03.zip	District	2
Transmission Date	6/25/02	District Name	Big County
Record ID	District Count	SDE Count	SDE Difference
10	0	0	0
11	0	0	0
20	0	0	0
21	0	0	0
22	0	0	0
30	919	919	0
31	0	0	0
40	2176	2176	0
41	0	0	0
42	0	0	0
43	0	0	0
44	0	0	0
45	0	0	0
46	0	0	0
47	0	0	0
48	0	0	0
49	0	0	0
50	0	0	0
51	0	0	0
60	125	125	0
61	0	0	0
62	190	190	0
63	0	0	0
90	0	0	0
91	0	0	0
92	0	0	0
<b>Total Count All Records</b>	<b>3410</b>	<b>3410</b>	<b>0</b>

#### 4) View Student Error Reports.

- From **District Search** screen, click on **Error Reports**.
- From the **General Error Report List** screen, click on **School Errors**.
- From the **School Error Report List** screen, click on the **Report Type** drop down list box.
- Select **School Student Errors** from the **Report Type** drop down list box.


?

District School Staff Student Class Course

[Logoff](#)

[District Search](#)  
[Upload Extract File](#)  
[District SIS Contacts](#)

### Student Error Report

District: 2, Big County  
School: 5, Athens Junior High School  
Transmission Date: 6/25/02 5:33:31 PM

Page: 1 of 1

[Download Student Errors](#)

Last, First, Middle Name	SSN	PIN	School Yr
PHABBAPS, KINDRA, SHEA	245099771	0	2001

Error#	Severity	Error Message	Detail Information	Error Date Filename
4250	90 - Fatal Extract Record - Extract not stored in database	REC ID 040 RECORD NOT STORED DUE TO POSSIBLE CREATION OF DUPLICATE STUDENT, PLEASE CHECK BOTH NAME AND SSN OR PIN.	n/a	6/25/02 5:33:31 PM 00210620R03.zip

Last, First, Middle Name	SSN	PIN	School Yr
MMVERY, KELLY, RENEE	298512116	0	2001

Error#	Severity	Error Message	Detail Information	Error Date Filename
4250	90 - Fatal Extract Record - Extract not stored in database	REC ID 040 RECORD NOT STORED DUE TO POSSIBLE CREATION OF DUPLICATE STUDENT, PLEASE CHECK BOTH NAME AND SSN OR PIN.	n/a	6/25/02 5:33:33 PM 00210620R03.zip

Last, First, Middle Name	SSN	PIN	School Yr
PAERCE, TRAI, DENNIS	301315126	0	2001

Error#	Severity	Error Message	Detail Information	Error Date Filename
4250	90 - Fatal Extract Record - Extract not stored in database	REC ID 040 RECORD NOT STORED DUE TO POSSIBLE CREATION OF DUPLICATE STUDENT, PLEASE CHECK BOTH NAME AND SSN OR PIN.	n/a	6/25/02 5:33:33 PM 00210620R03.zip

Last, First, Middle Name	SSN	PIN	School Yr
PETROWSKA, AMANDA, LYNNE	376499169	0	2001

Error#	Severity	Error Message	Detail Information	Error Date Filename
4250	90 - Fatal Extract Record - Extract not stored in database	REC ID 040 RECORD NOT STORED DUE TO POSSIBLE CREATION OF DUPLICATE STUDENT, PLEASE CHECK BOTH NAME AND SSN OR PIN.	n/a	6/25/02 5:33:34 PM 00210620R03.zip

[Block Approval Errors](#)  
[Standard Reports](#)  
[Report Period Approval](#)  
**Most Current**  
[Previous Date](#)  
[General Errors](#)  
[Calendar Errors](#)  
**School Errors**  
[Transmission Report](#)  
[Download All Errors](#)  
[School Calendar Errors](#)  
**School Student Errors**  
[School Staff Errors](#)  
[School Class Errors](#)

- 5) Perform **Student Search** for Student with Last Name of “PHABBAPS” to check for possible duplicate student. (In order to search across the districts, do not forget to remove your district number when searching.)

**Education Information System**

Logoff

District School Staff **Student** Class Course

**Student Search**

Student Problem  
Enrollment Search

**Student List**

Last Name Search

Page: 1 of 1

Sort By Order By

Last, First Name Ascending

Last, First Middle Name Previous Last Name	SSN PIN	DOB	Ethnicity Gender	Gr	District School	Enrollment Withdraw	Additional Student Information
PHABBAPS, KINDRA SHEA n/a	245871866 n/a	7/18/89	W M	n/a	1 5	8/20/01 - E n/a	Select Go
PHABBAPS, SHAWN EDWARD* n/a	242609477 n/a	11/17/87	W M	n/a	1 5	8/20/01 - E n/a	Select Go
PHABBAPS, SHAWN EDWARD* n/a	242103725 n/a	11/17/87	W M	n/a	2 5	- n/a n/a	Select Go

- 6) Perform **Student Search** for Student with SSN of “245099771” to check for possible duplicate student. (In order to search across the districts, do not forget to remove your district number when searching.)

**Education Information System**

Logoff

District School Staff **Student** Class Course

**Student Search**

Student Problem  
Enrollment Search

**Student List**

SSN Search

Page: 1 of 1

Sort By Order By

Last, First Name Ascending

Last, First Middle Name Previous Last Name	SSN PIN	DOB	Ethnicity Gender	Gr	District School	Enrollment Withdraw	Additional Student Information
HAGGARS, DANIEL BLAKE n/a	245099771 n/a	3/1/91	W M	n/a	2 30	- n/a n/a	Select Go

Duplicate SSN found for Different Student



EIS determines possible duplicates by searching for an exact match on SSN or SSN, First Name and Last Name. Be sure to perform your search across all districts.




Some duplicates have to be resolved with another district to determine which district should actually have the student.



## 7) View Staff Error Reports.

- From **District Search** screen, click on **Error Reports**.
- From the **General Error Report List** screen, click on **School Errors**.
- From the **School Error Report List** screen, click on the **Report Type** drop down list box.
- Select **School Staff Errors** from the **Report Type** drop down list box.


?

District School Staff Student Class Course

Logoff

[District Search](#)  
[Upload Extract File](#)  
[District EIS Contacts](#)

**Staff Error Report**  
 District: 2, Big County  
 School: 5, Athens Junior High School  
 Transmission Date: 6/25/02 5:33:25 PM

Page: 1 of 1

[Download Staff Errors](#)

Last, First, Middle Name	SSN	TLN	School Yr
	138713638	2877935	2001

Error#	Severity	Error Message	Detail Information	Error Date Filename
6052	90 - Fatal Extract Record - Extract not stored in database	REC ID 062 STAFF MEMBER NOT FOUND.	Current Assignment G8, Current Assignment Begin Date 20010820	6/25/02 5:33:25 PM 00210620R03.zip

[Block Approval Errors](#)  
[Standard Reports](#)  
[Report Period Approval](#)

**Most Current**  
[Previous Date](#)

[General Errors](#)  
[Calendar Errors](#)

**School Errors**  
[Transmission Report](#)  
[Download All Errors](#)

Last, First, Middle Name	SSN	TLN	School Yr
	158849995	2858648	2001

Error#	Severity	Error Message	Detail Information	Error Date Filename
6052	90 - Fatal Extract Record - Extract not stored in database	REC ID 062 STAFF MEMBER NOT FOUND.	Current Assignment LL, Current Assignment Begin Date 20010820	6/25/02 5:33:25 PM 00210620R03.zip
6052	90 - Fatal Extract Record - Extract not stored in database	REC ID 062 STAFF MEMBER NOT FOUND.	Current Assignment SG, Current Assignment Begin Date 20010820	6/25/02 5:33:25 PM 00210620R03.zip

## 8) View Class Error Reports.

- From **District Search** screen, click on **Error Reports**.
- From the **General Error Report List** screen, click on **School Errors**.
- From the **School Error Report List** screen, click on the **Report Type** drop down list box.
- Select **School Class Errors** from the **Report Type** drop down list box.

**Class Error Report**  
 District: 2, Big County  
 School: 5, Athens Junior High School  
 Transmission Date: 6/25/02 5:33:11 PM

Local Class No	Course No
070101	701

[Download Class Errors](#)

Error#	Severity	Error Message	Detail Information	Error Date Filename
3051	90 - Fatal Extract Record - Extract not stored in database	REC ID 030 RECORD EXISTS: VALUE SENT: 070101	Class Type T, Teaching Method T, Service District 2, Service School 5	6/25/02 5:33:11 PM 00210620R03.zip
3051	90 - Fatal Extract Record - Extract not stored in database	REC ID 030 RECORD EXISTS: VALUE SENT: 070101	Class Type T, Teaching Method T, Service District 2, Service School 5	6/25/02 5:33:11 PM 00210620R03.zip

- 
- 9) (A new extract file has been created containing the necessary error corrections. This step would have to be performed using the District's SIS package.)

**Upload Corrected Data**

- 1) Ensure all errors have been corrected before creating new extract.
- 2) Upload the corrected file to SDE.

---

## **Exercise 4 Results:**

### **Upload Student and Class Details (Penalty Deadline – November 1<sup>st</sup>)**

- 1) Upload the sample zip file in the SDEUPL folder on the Desktop, **00210620R14.zip**, to SDE.
- 2) Print the **Extract Upload Results**.

The screenshot displays the Education Information System (EIS) interface. At the top left is the 'Education Information System' logo. To its right is a navigation bar with buttons for 'District', 'School', 'Staff', 'Student', 'Class', and 'Course'. A 'Logoff' link is positioned below the navigation bar. On the left side, there is a vertical menu with links: 'District Search', 'Upload Extract File', 'District EIS Contacts', 'Error Reports', 'Block Approval Errors', 'Standard Reports', and 'Report Period Approval'. The main content area is titled 'Extract Upload Results' and contains the following information:

- District: 2, Big County
- The file: 00210620R14.zip has been received
- The file size received is: 66609 bytes
- The extract file should be processed within the next **30 minutes**.
- [Transmission Report](#)

3) Verify **Transmission Report** to make sure it balances.

- a) Record 031 – 939 records
- b) Record 041 – 2226 records
- c) Record 043 – 2176 records
- d) Record 044 – 2177 records
- e) Record 046 – 250 records
- f) Record 050 – 495 records

Upload File Name	00210620R14.zip	District	2
Transmission Date	6/27/02	District Name	Big County
Record ID	District Count	SDE Count	SDE Difference
10	0	0	0
11	0	0	0
20	0	0	0
21	0	0	0
22	0	0	0
30	0	0	0
31	939	939	0
40	0	0	0
41	2226	2226	0
42	0	0	0
43	2176	2176	0
44	2177	2177	0
45	0	0	0
46	250	250	0
47	0	0	0
48	0	0	0
49	0	0	0
50	495	495	0
51	0	0	0
60	0	0	0
61	0	0	0
62	0	0	0
63	0	0	0
90	0	0	0
91	0	0	0
92	0	0	0
<b>Total Count All Records</b>	<b>8263</b>	<b>8263</b>	<b>0</b>

4) View **Student Error Reports**.

5) View **Staff Error Reports**.

6) View **Class Error Reports**.

- 7) (A new extract file has been created containing the necessary error corrections. This step would have to be performed using the District's SIS package.)

**Upload Corrected Data**

- 1) Ensure all errors have been corrected before creating new extract.
- 2) Upload the corrected file to SDE.

---

## **Exercise 5 Results:**

### **Upload Class Assignments for Staff and Students (Penalty Deadline – November 1<sup>st</sup>)**

- 1) Upload the sample zip file in the SDEUPL folder on the Desktop, **00210620R05.zip**, to SDE.
- 2) Print the **Extract Upload Results**.

The screenshot displays the Education Information System (EIS) interface. At the top left is the 'Education Information System' logo. To its right is a navigation bar with buttons for 'District', 'School', 'Staff', 'Student', 'Class', and 'Course'. A 'Logoff' link is located below the navigation bar. On the left side, there is a vertical menu with links: 'District Search', 'Upload Extract File', 'District EIS Contacts', 'Error Reports', 'Block Approval Errors', 'Standard Reports', and 'Report Period Approval'. The main content area is titled 'Extract Upload Results'. It shows the following information: 'District: 2, Big County', 'The file: 00210620R05.zip has been received', and 'The file size received is: 63705 bytes'. A blue message states: 'The extract file should be processed within the next 30 minutes.' Below this message is a link for 'Transmission Report'.

- 3) Verify **Transmission Report** to make sure it balances.
  - a) Record 048 – 10000 records
  - b) Record 063 – 305 records

Upload File Name	00210620R05.zip	District	2
Transmission Date	6/28/02	District Name	Big County
Record ID	District Count	SDE Count	SDE Difference
10	0	0	0
11	0	0	0
20	0	0	0
21	0	0	0
22	0	0	0
30	0	0	0
31	0	0	0
40	0	0	0
41	0	0	0
42	0	0	0
43	0	0	0
44	0	0	0
45	0	0	0
46	0	0	0
47	0	0	0
48	10000	10000	0
49	0	0	0
50	0	0	0
51	0	0	0
60	0	0	0
61	0	0	0
62	0	0	0
63	305	305	0
90	0	0	0
91	0	0	0
92	0	0	0
<b>Total Count All Records</b>	<b>10305</b>	<b>10305</b>	<b>0</b>

---

## **Exercise 6 Results:**

### **Upload Special Education Data (Penalty Deadline – November 1<sup>st</sup>)**

- 1) Upload the sample zip file in the SDEUPL folder on the Desktop, **00210620R06.zip**, to SDE.
- 2) Print the **Extract Upload Results**.

The screenshot displays the Education Information System (EIS) interface. At the top left is the EIS logo. To its right is a navigation bar with buttons for District, School, Staff, Student, Class, and Course. A 'Logoff' link is located below the navigation bar. On the left side, there is a vertical menu with links for District Search, Upload Extract File, District EIS Contacts, Error Reports, Block Approval Errors, Standard Reports, and Report Period Approval. The main content area is titled 'Extract Upload Results' and contains the following information:

- District: 2, Big County
- The file: 00210620R06.zip has been received
- The file size received is: 27683 bytes
- The extract file should be processed within the next **30 minutes**.
- [Transmission Report](#)

3) Verify **Transmission Report** to make sure it balances.

- a) Record 090 – 524 records
- b) Record 091 – 888 records
- c) Record 092 – 1139 records

Upload File Name	00210620R06.zip	District	2
Transmission Date	6/28/02	District Name	Big County
Record ID	District Count	SDE Count	SDE Difference
10	0	0	0
11	0	0	0
20	0	0	0
21	0	0	0
22	0	0	0
30	0	0	0
31	0	0	0
40	0	0	0
41	0	0	0
42	0	0	0
43	0	0	0
44	0	0	0
45	0	0	0
46	0	0	0
47	0	0	0
48	0	0	0
49	0	0	0
50	0	0	0
51	0	0	0
60	0	0	0
61	0	0	0
62	0	0	0
63	0	0	0
90	524	524	0
91	888	888	0
92	1139	1139	0
<b>Total Count All Records</b>	<b>2551</b>	<b>2551</b>	<b>0</b>



---

## **Exercise 7 Results:**

### **Upload Funding, Student Standard Day, and Attendance (Penalty Deadline – November 1<sup>st</sup>)**

- 1) Upload the sample zip file in the SDEUPL folder on the Desktop, **00210620R06.zip**, to SDE.
- 2) Print the **Extract Upload Results**.

The screenshot displays the Education Information System (EIS) interface. At the top left is the 'Education Information System' logo. To its right is a navigation bar with buttons for 'District', 'School', 'Staff', 'Student', 'Class', and 'Course'. Below the navigation bar is a 'Logoff' link. The main content area is titled 'Extract Upload Results'. On the left side of this area is a sidebar with links: 'District Search', 'Upload Extract File', 'District EIS Contacts', 'Error Reports', 'Block Approval Errors', 'Standard Reports', and 'Report Period Approval'. The main content area displays the following information: 'District: 2, Big County', 'The file: 00210620R07.zip has been received', 'The file size received is: 97117 bytes', and a warning: 'The extract file should be processed within the next 30 minutes.' Below the warning is a link for 'Transmission Report'.

3) Verify **Transmission Report** to make sure it balances.

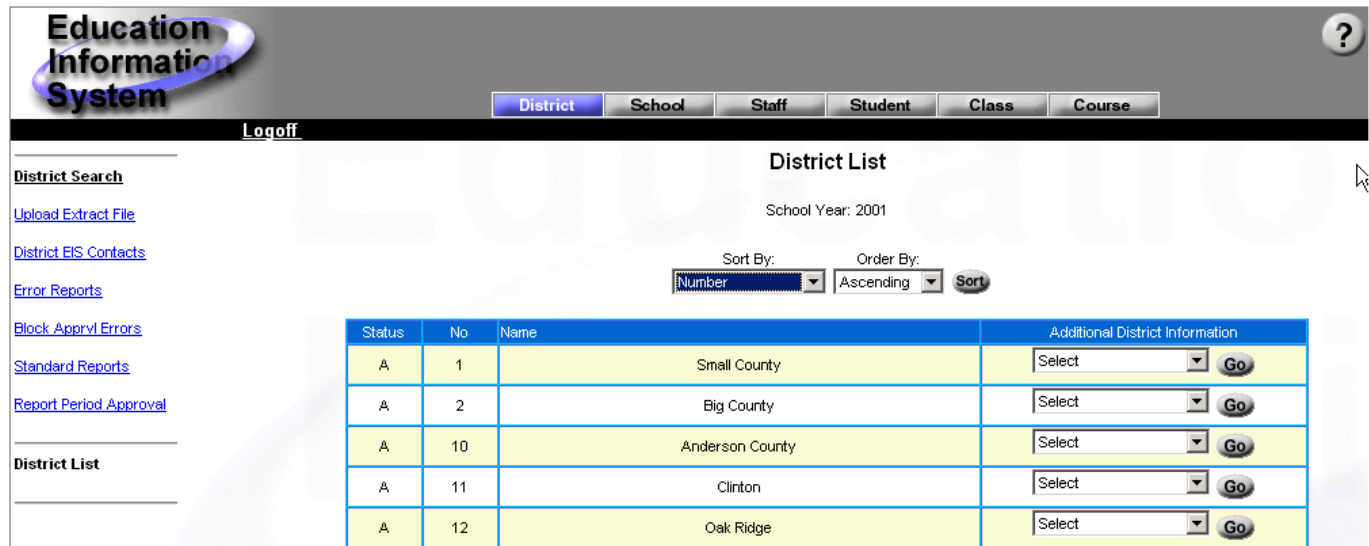
- a) Record 042 – 2176 records
- b) Record 045 – 1064 records
- c) Record 047 – 2176 records
- d) Record 049 – 10000 records

Upload File Name	00210620R07.zip	District	2
Transmission Date	6/28/02	District Name	Big County
Record ID	District Count	SDE Count	SDE Difference
10	0	0	0
11	0	0	0
20	0	0	0
21	0	0	0
22	0	0	0
30	0	0	0
31	0	0	0
40	0	0	0
41	0	0	0
42	2176	2176	0
43	0	0	0
44	0	0	0
45	1064	1064	0
46	0	0	0
47	2176	2176	0
48	0	0	0
49	10000	10000	0
50	0	0	0
51	0	0	0
60	0	0	0
61	0	0	0
62	0	0	0
63	0	0	0
90	0	0	0
91	0	0	0
92	0	0	0
<b>Total Count All Records</b>	<b>15416</b>	<b>15416</b>	<b>0</b>

## District Practical Exercises

### Exercise 1 Results:

Display the entire District List and sort by District Number in Ascending order.



**Education Information System**

**District List**

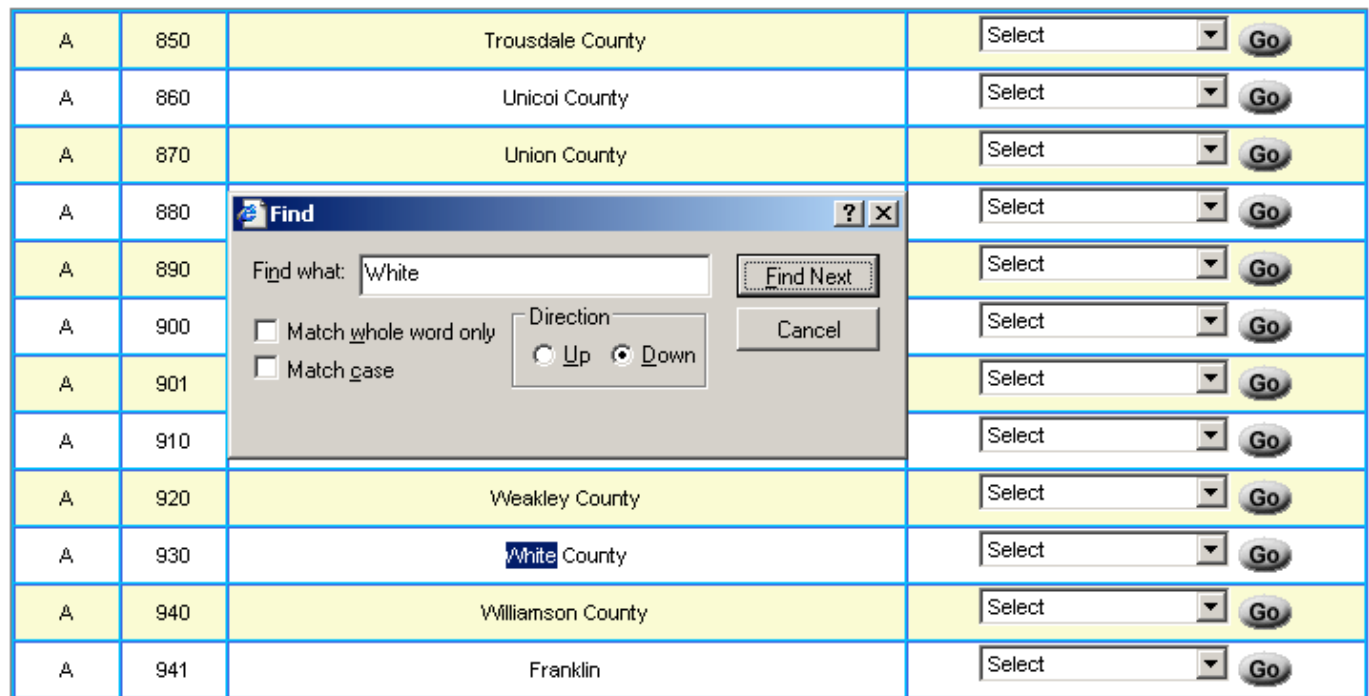
School Year: 2001

Sort By: **Number** Order By: **Ascending** **Sort**

Status	No	Name	Additional District Information
A	1	Small County	Select Go
A	2	Big County	Select Go
A	10	Anderson County	Select Go
A	11	Clinton	Select Go
A	12	Oak Ridge	Select Go

### Exercise 2 Results:


Find "White" county.



A	850	Trousdale County	Select Go
A	860	Unicoi County	Select Go
A	870	Union County	Select Go
A	880		Select Go
A	890		Select Go
A	900		Select Go
A	901		Select Go
A	910		Select Go
A	920	Weakley County	Select Go
A	930	<b>White</b> County	Select Go
A	940	Williamson County	Select Go
A	941	Franklin	Select Go

### Exercise 3 Results:

Display the School List for Big County, District No. 2.

**Education Information System** 

District School Staff Student Class Course


Logoff

**School List**  
District: 2, Big County  
Page: 1 of 1  
Sort By: District No, School No Order By: Ascending Sort  

Status	District No School No	Name	Additional School Information
A	2 5	Athens Junior High School	Select Go
A	2 10	City Park Elementary	Select Go
A	2 20	Ingleside Elementary	Select Go
A	2 25	North City Elementary	Select Go
A	2 30	West Side Elementary	Select Go
I	2 998	Athens City Cons1	Select Go

## Exercise 4 Results:

Display the 200 Day Calendar Number 1 Details for District No. 2.




[District](#) [School](#) [Staff](#) [Student](#) [Class](#) [Course](#)

Logoff

[District Search](#)  
[Upload Extract File](#)  
[District EIS Contacts](#)  
[Error Reports](#)  
[Block Apprvl Errors](#)  
[Standard Reports](#)  
[Report Period Approval](#)


200 Day Calendar List

School Year: 2001  
District: 2 Big County

Calendar No	Version No	Scheduled Days	Stockpile	District Approved Date	District Approved	SDE Action	SDE Action Date	Action By	Additional Calendar Information
1	1	M-F	Y	n/a	No	n/a	n/a	n/a	Select 

Current District Options:

[200 Day Calendar List](#)  
[School List](#)



[District](#) [School](#) [Staff](#) [Student](#) [Class](#) [Course](#)

Logoff

[District Search](#)  
[Upload Extract File](#)  
[District EIS Contacts](#)  
[Error Reports](#)  
[Block Apprvl Errors](#)  
[Standard Reports](#)  
[Report Period Approval](#)

200 Day Calendar Details

School Year: 2001  
District: 2 Big County

Calendar No	Version No	Scheduled Days	Stockpile	Submit Date	District Approved	SDE Action	SDE Action Date	Action By
1	1	M-F	Y	n/a	No	n/a	n/a	n/a

Designated Days	
Event Type	Days Allocated
AD - Abbreviated Day	2
ID - Instructional Days	184
IO - In-Service Optional	0
IS - In-Service Day	5
MD - Make-up Extend School Day	0
OA - Discretionary Administrative	4
OI - Discretionary Instructional	0
OO - Discretionary Other	0
OS - Discretionary In-Service	0
OV - Discretionary Teacher Vacation	0
PT - Parent-Teacher Conference	1
SI - Stockpile Inclement Weather	0
SP - Stockpile Professional Development	13
TV - Teacher Vacation	10

Calendar Days

EIS User Manual

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## Exercise 5 Results:

Display the 200 Day Accountability Report for District No. 2.

**Education Information System**

?

DistrictSchoolStaffStudentClassCourse

Logoff

**District Search**  
[Upload Extract File](#)  
[District EIS Contacts](#)  
[Error Reports](#)  
[Block Apprvl Errors](#)  
[Standard Reports](#)  
[Report Period Approval](#)  
  
Current District Options:  
**200 Day Calendar List**  
[School List](#)  
  
[200 Day Calendar Details](#)  
**Accountability Report**

**200 Day Accountability Report**  
School Year: 2001  
District: 2, Big County  
Calendar No: 1 Version No: 1

Event Type	Days Allocated	Special Note
Student Days	184	Minimum 180
Teacher Vacation With Pay	10	Minimum 10
In-Service Days	5	Minimum 5 with In-Service Optional Days
In-Service Optional Days	0	
Parent - Teacher Conference	1	Minimum 1
Discretionary Days - Other	4	Maximum 4
<b>Total</b>	<b>204</b>	<b>Minimum 200 days</b>

Event Type	Days Allocated	Special Note
District Stockpile	Y	Yes or No
Stockpile - Professional Development	13	Maximum 13 days when added with Stockpile Inclement Weather Days
Stockpile - Inclement Weather Days	0	Maximum 13 days when added with Stockpile Professional Development
District Extended Day Makeup	0	

Event Type	Event Date	Days Allocated	Special Note
Student Open Date	8/20/01		First day students are present
Student Closing Date	5/31/02		Last day students are present
Christmas Break	12/21/01	7	First day students are <u>not</u> present and number of days allocated
Spring Break	3/25/02	4	First day students are not present and number of days allocated

In-Service Dates	Event Dates	Duration	Special Note
	8/8/01	1	List duration by 1/3, 1/2, or 1 day increments only
	8/9/01	1	
	8/10/01	1	
	8/15/01	1	
	8/16/01	1	
Abbreviated Dates	Event Dates	Duration	Special Note
	12/20/01	1	No more than 3 allowed
	5/31/02	1	
Parent - Teacher Conference	Event Dates	Duration	Special Note
	10/4/01	1	
Discretionary Dates (Other)	Event Dates	Duration	Special Note
OA - Discretionary Administrative	8/13/01	1	List Duration by 1/3, 1/2, or 1 day increments only
OA - Discretionary Administrative	8/14/01	1	
OA - Discretionary Administrative	8/17/01	1	
OA - Discretionary Administrative	6/3/02	1	

Schools Stockpiling

n/a